

YOUTH SERVICES POLICY

Title: State Corporate Travel Card Next Annual Review Date: 09/20/2014	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.16
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References: State Travel Guidelines (PPM49); YS Policy No. A.3.2 "Travel"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 09/20/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Division of Administration's State Corporate Travel Card and Controlled Billed Account (CBA) Policy as a YS policy, and to provide specific instructions concerning responsibilities of State Corporate Travel Card holders.

III. APPLICABILITY:

All employees of YS. Unit Heads are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Controlled Billed Account (CBA) - A credit amount issued in an agency's name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA accounts are controlled through an authorized approver(s) to provide a means to purchase any allowed transactions/services allowed in this policy. The Undersecretary determines the extent of the account's use.

In-State Travel - All travel within the borders of Louisiana, or travel through adjacent states between points within Louisiana, when such is the most efficient route.

Out-of-State Travel - Travel to any of the other 49 states, plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, and Guam.

Travel Card - A credit account issued in an employee's name. This account is the direct liability of the State and is paid by each agency. Travel Card accounts are a tool used to assist the employee in paying for specific higher cost travel expenses, incurred during travel for official state business only.

Unit Head – For purposes of this policy, the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy to adopt the State of Louisiana's Statewide State Corporate Travel Card policy issued on 11/30/2011. For further information refer to Louisiana Office of State Purchasing and Travel website at: <http://www.doa.louisiana.gov/osp/travel/corptravelcard.htm>.

VI. AUTHORIZED APPROVERS:

The Central Office (CO) Administrative Program Director administers the State Corporate Travel Card Program for YS. The Undersecretary is the final approver for all new card applications, changes to existing cardholder credit limits, and card usage authorizations.

VII. PROCEDURES:

- A. Employees interested in obtaining a new State Corporate Travel Card shall complete a "Cardholder Enrollment Form" [see Attachment A.3.16 (a)], and submit it to the CO Administrative Program Director.
- B. The Undersecretary shall authorize cardholder usage limits and credit limits. The CO Administrative Program Director shall mail the new card to the employee, along with the credit limit and authorized usage information.
- C. Bank of America will mail monthly billing statements to the employee's attention at the employee's work address.

BY THE 15TH OF EACH MONTH, employees shall complete the "Cardholder State Corporate Travel Card Log" [see Attachment A.3.16 (c)], attach copies of original backup documentation matching all charges

from the monthly travel card billing invoice statement, and send that information to the CO Administrative Program Director/designee to ensure timely payment of monthly travel billing invoices.

- D. Employees shall continue to follow all normal travel procedures required prior to travel including, but not limited to the following:
1. Completion of the official "Travel Authorization" form (refer to YS Policy No. A.3.2);
 2. Submitting a 156B for budget approval; and
 3. Requesting any lodging overages if the cost of lodging will be above the allowable state rate, etc.

These documents must be reviewed and approved by the Undersecretary / designee PRIOR TO TRAVEL.

- E. Employees traveling overnight are required to submit the "Tax Exemption Form" (refer to YS Policy No. A.3.2), signed by the Undersecretary, to document employee eligibility for exemption from payment of state sales taxes on authorized travel expense charges that are directly reimbursable by the State of Louisiana.

A copy of the "Tax Exemption Form" must be accompanied by a copy of the employee's written travel orders, which state the dates and destination of the authorized travel. These taxes are not allowed on the "State Corporate Travel Card".

- F. Employees who plan to use an Enterprise Rental Car (all Louisiana locations) and/or Park N Fly (New Orleans location only) are also required to submit the "Limited Sales Tax Exemption Certificate" [see Attachment A.3.16 (e)], signed by the Undersecretary, to document employee eligibility for exemption from payment of state sales taxes on authorized travel expense charges that are directly reimbursable by the State of Louisiana.

A copy of the "Limited Sales Tax Exemption Certificate" must be accompanied by a copy of the employee's written travel orders which state the dates and destination of the authorized travel. This certificate and an ID/business card will be needed to receive the exemption. These taxes are not allowed on the "State Corporate Travel Card".

- G. Employees shall also complete the "Travel Expense Account" form for incidental travel items (food, taxi/airport shuttle, etc.), if applicable, upon completion of travel for submission to the CO Administrative Program Director, following approval from their direct supervisor.

VIII. PENALTIES FOR ABUSE / MISUSE OF CARD:

- A. YS shall execute penalties for abuse or misuse of the State Corporate Travel Card as outlined in the "Bank of America Cardholder Agreement" form [see Attachment A.3.16 (b)].
- B. YS actions may include, but are not limited to, payroll deductions to recoup funds related to ineligible or unauthorized card purchases, suspension of State Corporate Travel Card privileges, or other disciplinary action up to and including termination.

IX. EXTENDED ABSENCES OR EMPLOYEE TERMINATIONS:

- A. Supervisors shall notify the CO Administrative Program Director and Undersecretary immediately when a YS cardholder is on an extended leave of absence (one (1) month or longer), when a cardholder resigns, or when a cardholder has been terminated.
- B. The cardholder's supervisor shall return the card to the CO Administrative Program Director, who shall confirm return of the State Corporate Travel Card as part of the exit interview process.

X. RESOLUTION OF CHARGE DISPUTES:

- A. If a disputed item is discovered during the reconciliation process, the cardholder shall complete the "Commercial Card Claims Statement of Disputed Item" form [see Attachment A.3.16 (d)], and attach a copy of the billing documentation being disputed.
- B. The cardholder shall submit both items to the CO Administrative Program Director no later than five (5) days following receipt of the monthly billing invoice for resolution with Bank of America.

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Previous Regulation/Policy Number: A.3.16

Previous Effective Date: 01/18/2012



Attachments/References: A.3.16 (a) Travel-Cardholder Enrollment Form 0913.docx



A.3.16 (b) OJJ Travel Card Agreement 0913.docx



A.3.16 (c) OJJ Travel Card Log 0913.docx



A.3.16 (d) OJJ Travel Card Dispute Form.docx